

Enterprise Human Resources and Payroll



#28 – HEALTH BENEFITS PROCESSING CHANGES

As of 11/12/02, users will be able to use a mask keying template enter start/change health benefit actions (962-0) for their employees. A template has been created where a user can enter data and initiate a process which will automatically update the employee's health benefits record. The functionality will be particularly helpful during open season. (See screen shot.)

Home > [He Process Menu](#) > [HHS Custom Processes](#) > [MassMask](#) > Health Benefit Mask

Heath Benefit Mask

Run Control ID: FEHB [Report Manager](#) [Process Monitor](#)

NOA Code: 962 NOA Code Ext: 0 Effective Date:

EmplID	Name	Plan Type	Benefit Plan	Coverage Code
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

View All First 1 of 1 Last


Also, users will no longer need to key PAR actions on the Administer Workforce page group for FEHB actions. The following NOA codes will be inactivated; 960-0, 962-0, 962-7 and 962-T. Users will only need to enter the data on the Health Benefits page for the above actions.

Enterprise Human Resources and Payroll



#28 – *HEALTH BENEFITS PROCESSING CHANGES*

How will a user enter the multiple Health Benefits Start/Change actions using the new mask capability?

- Home > He Process Menu > HHS Custom Processes > MassMask > Health Benefit Mask.
- Enter the effective date of the action group (This date will be populating the Coverage Begin Date, Deduction Begin Date and the Election Date fields on the Health Benefits page.)
- NOTE: The effective date of the action group applies to all employees included in the mask.
- Enter an employee ID.
- Enter Plan Type (10).
- Enter the Benefit Plan (Carrier code).
- Enter the Coverage Code.
- Click the  to insert another employee's health benefit information.
- Continue the above process until all employees have been entered.

Enterprise Human Resources and Payroll



#28 – *HEALTH BENEFITS PROCESSING CHANGES*

Continued.

- When all the employees' data has been entered, click Run.
- Select the "PSUNX" server on the Process Scheduler Request page.
- Click OK.
- Note the Process Instance number. (Found below the Run button on the Health Benefits Mask page.)
- Click the Process Monitor Hyperlink to go to the Process Requests page. Be sure the Process (HE_HLTH_ELCT) shows a run status of Success.
- A run status of Success demonstrates that the process has completed.

Enterprise Human Resources and Payroll



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How will users know what actions have been completed by the batch process?

- Users will be able to generate a query to determine each employees processing status. (ie. what items processed and what didn't process.)
- Home > PeopleTools > Query Manager > Use > Query Manager
- Query Name: HE_MASS_MASK_STATUS.
- Please see Postcard #30 for instructions on how to use the report.

What if the employee is changing from self only to family coverage?

- If the employee did not have any dependent data in EHRP, the mask action will insert a dependent of J. Doe into the Dependent/Beneficiary page.
- The above query will identify those employees who have a J. Doe inserted into their record. (The processing status on the query will show Review for Dependent Data.) Individuals who have the Super User capability (correct history) can go into the Dependent Beneficiary page to update the record with the accurate name(s) of the dependent(s). Then the user would go the Health Benefits page to modify the dependents page to accurately update the dependents information.

Enterprise Human Resources and Payroll



#28 – *HEALTH BENEFITS PROCESSING CHANGES*

What if an employee has a life change (e.g. gets married) and wants to change to family coverage outside of the FEHB Open Season?

- The user would add the applicable dependent information on the Dependent Beneficiary page.
- The user would then proceed to the Health Benefits page and insert one row to identify the new election.
- NOTE: It is no longer necessary to insert the termination row and the new election row.
- The payroll interface will then send the update to payroll.

How will Employee Express handle the Health Benefit changes during the upcoming open season?

- An employee may initiate a health benefit change through Employee Express. The Employee Express action will insert a row on the Health Benefits page. NO PAR ACTION WILL BE INSERTED INTO THE EMPLOYEE'S PERSONNEL ACTION RECORD.

Enterprise Human Resources and Payroll



#28 – *HEALTH BENEFITS PROCESSING CHANGES*

What if a user makes a typo on an Health Benefit action? How will the payroll system be notified since we no longer enter a PAR?

- If the typo is discovered within the same day, the user should contact their Super User. The Super User will then utilize correct history to correct the typo. The payroll interface will then pick up the update.
- If the error is discovered after the date keyed, there are a couple of options available for rectifying the error. They are as follows:
 - The user may enter a new row with accurate data. The effective date of this row must be more current than the previous row in the employees health benefits record.
 - The user may request that their Super User delete the erroneous row first. Once the deletion occurs, the correct data would need to be re-entered. This re-entry will trigger the notification of the change to the payroll interface.
 - Alternately, if the correction is on a historic row (not current row), a Super User may insert the row with an effective date which is less than current row's effective date. A Help POC ticket will need to be entered to request that this action be resent.